

Agency Website:	http://www.fedcourt.gov.au
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Job Description <http://www.fedcourt.gov.au/about/employment/vacancies>

Duties

The Federal Court of Australia's Victoria District Registry is looking for a highly skilled client service officer. The Federal Court has a wide jurisdiction, so Client Service Officers must be flexible in their approach to work and be willing to learn and adapt to new procedures. The successful applicant will have excellent communication skills with the ability to effectively liaise with a diverse range of stakeholders. They will also need the ability to understand and apply complex rules and regulations combined with careful attention to detail. Skills in database management and general records management are essential.

Working as part of a small team in a busy Registry this role requires someone who demonstrates a high level of professionalism and initiative, and who is willing to take personal responsibility for progressing work to ensure objectives are met.

Notes

For an information package, which includes more about the position, and how to apply please visit the Court's website on www.fedcourt.gov.au.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Please Note: To be considered applicants must submit a written statement of claims showing how their skills and experience meet the selection criteria and requirements of the job.

Non-ongoing opportunity will be offered for a specified term

The specified term is for a period of 6 months with possible extensions

To Apply

Position Contact:	Thomas Stewart, 03 8600 3331
Agency Recruitment Site:	http://www.fedcourt.gov.au

This notice is part of the electronic Public Service Gazette PS38 - 22 Sep 2016 Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette.

Attorney-General

Vacancy N.N. 10690165

Federal Court of Australia

Closing date: Wednesday, 5 October 2016

Job Title:	NCF Registrar
Job Type:	Ongoing, Full-time
Location:	Melbourne - VIC
Salary:	\$100,626 - \$121,285
Classifications:	Executive Level 1
Agency Website:	http://www.fedcourt.gov.au

Job Description <http://www.fedcourt.gov.au/about/employment/vacancies>

Duties

The Court is in the process of reinvigorating its case management approach through the National Court Framework (NCF). The NCF has four main goals; to:

- organise and manage nationally the whole of the Court's work by reference to the great subject matter areas of the Court's work (National Practice Areas - NPAs);
- organise the Court's resources to meet the demands of the broad range of work done by the Court;
- develop the confidence of the profession and the community, particularly in areas requiring a degree of specialised skill and knowledge; and
- broaden the base of judicial knowledge and experience in the Court.

The National Operations Registrar (NOR) and the National Operations Team are responsible for ensuring the proper implementation of the National Court Framework (NCF) and its ongoing functions. More particularly, the National Operations Team has four key responsibilities as part of the implementation and operations of the NCF:

1. Assisting with the design and implementation of key NCF structures;
2. Allocation, reallocations and workload analysis of all Federal Court judicial work;
3. The coherent operation of the NCF (across both First Instance and Appellate work); and
4. Judicial support including case management.

In consultation with the National Operations Registrar, the NCF Registrar is responsible for the management of a critical function of the Court, the allocation and reallocation of work to judges on a national basis across all National Practice Areas (NPAs). It involves providing high level advice and guidance on the application of the National Court Framework (NCF) Allocation Protocols. Overall, it involves supporting 47 Judges nationally, their related staff and Registries, to ensure consistent and appropriate allocations of judge-related matters.

The NCF Registrar also undertakes extensive statistical analysis and assessment of First Instance and Appellate work and provide recommendations regarding the management of the Court's judicial workload.

The NCF Registrar also plays a key role in the development of practices and procedures to support the implementation and ongoing operation of the NCF.

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, specifically:

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Formal Qualifications:

This position requires the occupant to perform statutory legal function, as required. Therefore, legal qualifications and admission as a practitioner of the High Court or the Supreme Court of a State or Territory of Australia is essential.

Notes

For an information package, which includes more about the position, and how to apply please visit the Court's website at www.fedcourt.gov.au.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

To Apply

Position Contact:	Andrea Jarratt, 03 8600 3504
Agency Recruitment Site:	http://www.fedcourt.gov.au

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Communications and the Arts

Vacancy N.N. 10690062

Australian Communications and Media Authority

Closing date: Sunday, 2 October 2016

Corporate and Research
Information and Facilities Services, Information and Customer Management

Job Title:	Records Coordinator
Job Type:	Ongoing, Full-time
Location:	Belconnen - ACT